

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 20, 2016 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Angi Zilliox, Human Resources Specialist; Jane Hooper, Clearview Administrator; Scott Petrack, Recreational Officer; Andrew Krumholz, Deputy Sheriff Patrol; Ben Barth, LAW Representative; Sheriff Dale Schmidt; Chief Deputy Scott Smith; Lieutenant Chad Enright; Kyle Gulya, County Labor Attorney

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the minutes of the regular session meeting of the December 6, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Hooper presented a request to the Committee for consideration of a pay increase for two (2) Medical Directors at Clearview. Hooper explained that the Medical Directors are not on the Dodge County Labor Grade Structure and the recommended wage increase has been budgeted for 2017.

Motion by Duchac to approve the recommendation as presented for the two (2) Medical Directors at Clearview effective January 1, 2017. Second by Schmidt. Motion carried

Closed Session:

Motion by Greshay, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining, for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; specifically to hold a Sworn Union Grievance Hearing regarding an employee suspension of the one-on-one squad program and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect

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to litigation in which it is or is likely to become involved. The meeting is closed pursuant to Section 19.85(1)(e)(f) and (g) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 9:06 a.m.

Open Session:

Motion by Duchac, second by Schmidt to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:52 a.m.

Motion by Duchac to deny the grievance because it is a process clearly handled as defined by the One on One Squad Program and, therefore, a Sheriff Management issue; there was a process that could have been done and not followed by choice of the union. Second by Greshay. Motion carried.

Eske provided a draft of revised Policy #306- Expense Reimbursement. Eske noted that the intent of the revision was to clarify that expense reports are to be submitted monthly. Eske stated that input was sought from Julie Kolp, Finance Director and Karen Gibson, County Clerk. Mielke stated that a suggestion was brought forward to change the policy that a Monthly Statement of Expense Form needs to be completed when the total is twenty (20) or more dollars. The Committee discussed this suggestion and chose not to incorporate it into the revised policy stating it defeats the requirement that expenses are to be submitted monthly.

Motion by Greshay to approve Policy 306-Expense Reimbursement with suggested modifications. Second by Schmidt. Motion carried.

Eske presented a clarification memorandum and a flowchart to the Committee outlining the decision-making process for position creations and reclassifications. The Committee discussed the flow chart. Eske stated she will send the clarification memorandum to Department Heads.

Eske presented a request to the Committee for consideration of a pay increase to the Bailiff position. Eske explained that Bailiffs are not on the Dodge County Labor Grade Structure and are currently on the Miscellaneous Schedule at a pay rate of \$13.15/hour. Eske stated that the Judge is recommending an increase to \$13.50/hour and is included in the 2017 budget.

Motion by Greshay to increase the Bailiff rate of pay to \$13.50/hour on the Miscellaneous Schedule effective January 1, 2017. Seconded by Duchac. Motion carried.

Eske presented a request for donation of sick leave for a serious health condition of an employee of Human Services and Health Department who will be out for at least six (6) weeks. Eske noted that the supervisor and Department Head have approved the request and the employee will first exhaust all available paid time off.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Seconded by Schmidt. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Economic Support Specialist

Human Services and Health

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Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE - None. RECLASSIFICATION - Catherine M. Knickelbein, Caregiver Program Coordinator, Human Services, \$12.81, DC02, ST01 – increase to >20 hours, 11/28/2016. STEP INCREASE- Cheryl L. Sahr, Child Support Specialist Enforcement II, Child Support, \$20.92, DC05, ST05, 01/17/2017; Victor W. Caceres, Staff Physician, Clearview, \$71.65, MSC46, ST01, 01/01/2017; Charles W. Frinak, Medical Director, Clearview, \$79.64, MSC46, ST02, 01/01/2017; Makenzie A. Drays, Senior Accountant, Finance, \$27.04, DC09, ST02, 12/14/2016; Eileen L. Lifke, Assistant Finance Director, Finance, \$31.75, DC10, ST05, 01/01/2017; Kenneth W. Schmuhl, State Patrolman West, Highway, \$22.84, DC04, ST14A, 01/08/2017; Steven J. Unferth, County Patrol East, Highway, \$23.08, DC04, ST14B, 01/05/2017; Melissa Abel, Psychiatric Therapist II CSP, Human Services, \$28.06, DC09, ST03, 01/05/2017; Ryan D. LeClair, Psychiatric Therapist II CSS, Human Services, \$32.24, DC09, ST09A, 01/10/2017; John O. Nehls, Maintenance Mechanic Lead, Physical Facilities, \$24.36, DC07, ST04, 12/26/2016; John Gallenbeck, Deputy Sheriff Patrol, Sheriff, \$30.48, SSU04, ST6M54, 01/02/2017; Bradley J. Knoll, Corporal Jail, Sheriff, \$26.66, DC06, ST12A, 11/30/2016; Cheryl L. Kotek, Communications Officer, Sheriff, \$24.96, DC05, ST13B, 12/04/2016; David A. Winter, Correctional Officer, Sheriff, \$19.31, DC05, ST02, 01/11/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

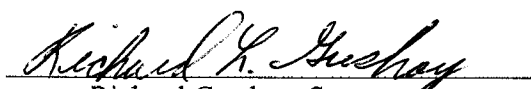
- a) Disciplinary Actions: None to Report
- b) Grievances and Arbitrations: None to Report
- c) Eske stated that the ETF Group Insurance Board met December 13, 2016, however, no decisions were made and was tabled until the January meeting.

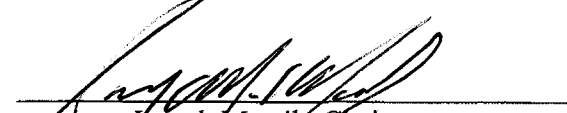
Future Agenda Items: A review regarding Employee Trust Funds Insurance Board decision regarding Self-Insurance.

Future Meeting Dates: It was the consensus of the Committee to move the start time from 9:00 a.m. to 11:00 a.m. on January 3, 2017 due to the Executive Committee meeting.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **January 3, 2017 at 11:00 a.m. and January 17, 2017 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:24 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

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Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, December 20, 2016, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

MEMBERS EXCUSED: None

ALSO PRESENT: Sarah Eske, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Kyle Gulya, County Labor Attorney

Motion by Greshay, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining, for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; specifically to hold a Sworn Union Grievance Hearing regarding an employee suspension of the one-on-one squad program and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to Section 19.85(1)(e)(f) and (g) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 9:06 a.m.

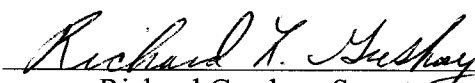
The Committee heard arguments regarding a grievance from a Sworn Union employee.

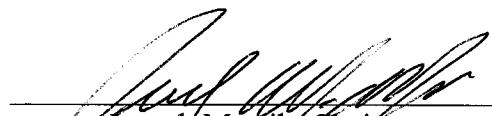
Present for the Union: Scott Petrack, Recreational Officer; Andrew Krumholz, Deputy Sheriff Patrol; Ben Barth, LAW Representative

Present for Management: Sheriff Dale Schmidt; Chief Deputy Scott Smith; Lieutenant Chad Enright.

The Committee discussed negotiation strategies for collective bargaining.

Motion by Duchac, second by Schmidt to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:52 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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